

## **Appendix G**

### *Virginia State Police Community Policing Data Collection Instructions and Technical Specifications (Version 3)*

# **VIRGINIA STATE POLICE**



# **COMMUNITY POLICING** **DATA COLLECTION**

## **INSTRUCTIONS AND TECHNICAL SPECIFICATIONS**

*Version 3*

### **Background**

The 2020 session of the General Assembly passed a bill to amend the Code of Virginia by adding in Chapter 1 of Title 9.1 an article numbered 14, consisting of a section numbered 9.1-191, by adding sections numbered 15.2-1609.10 and 15.2-1722.1, and by adding in Title 52 a chapter numbered 6.1, consisting of sections numbered 52-30.1 through 52-30.4, relating to the *Community Policing Act*; data collection and reporting requirements.

### **Data Required**

§ 52-30.2. Prohibited practices; collection of data.

*B. State Police officers shall collect data pertaining to motor vehicle or investigatory stops to be reported into the Community Policing Reporting Database. State Police officers shall submit the data to their commanding officers, who shall forward it to the Superintendent of State Police.*

*C. Each time a law-enforcement officer or State Police officer stops a driver of a motor vehicle, such officer shall collect the following data based on the officer's observation or information provided to the officer by the driver: (i) the race, ethnicity, age, and gender of the person stopped; (ii) the reason for the stop; (iii) the location of the stop; (iv) whether a warning, written citation, or summons was issued or whether any person was arrested; (v) if a warning, written citation, or summons was issued or an arrest was made, the warning provided, violation charged, or crime charged; and (vi) whether the vehicle or any person was searched.*

*D. Each state and local law-enforcement agency shall collect the number of complaints the agency receives alleging the use of excessive force.*

### **Reporting Requirements**

§ 52-30.4. Reporting of state and local law-enforcement agencies required.

*All state and local law-enforcement agencies shall collect the data specified in subsections C and D of § 52-30.2, and any other data as may be specified by the Department of State Police, on forms developed by the Department of State Police.*

## Definitions

### Law-Enforcement Officer or State Police Officer

Code of Virginia § 9.1-101

*"Law-enforcement officer" means any full-time or part-time employee of a police department or sheriff's office which is a part of or administered by the Commonwealth or any political subdivision thereof, or any full-time or part-time employee of a private police department, and who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth, and shall include any (i) special agent of the Virginia Alcoholic Beverage Control Authority; (ii) police agent appointed under the provisions of § 56-353; (iii) officer of the Virginia Marine Police; (iv) conservation police officer who is a full-time sworn member of the enforcement division of the Department of Game and Inland Fisheries; (v) investigator who is a sworn member of the security division of the Virginia Lottery; (vi) conservation officer of the Department of Conservation and Recreation commissioned pursuant to § 10.1-115; (vii) full-time sworn member of the enforcement division of the Department of Motor Vehicles appointed pursuant to § 46.2-217; (viii) animal protection police officer employed under § 15.2-632 or 15.2-836.1; (ix) campus police officer appointed under Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1; (x) member of the investigations unit designated by the State Inspector General pursuant to § 2.2-311 to investigate allegations of criminal behavior affecting the operations of a state or nonstate agency; (xi) employee with internal investigations authority designated by the Department of Corrections pursuant to subdivision 11 of § 53.1-10 or by the Department of Juvenile Justice pursuant to subdivision A 7 of § 66-3; or (xii) private police officer employed by a private police department. Part-time employees are those compensated officers who are not full-time employees as defined by the employing police department, sheriff's office, or private police department.*

### Motor Vehicle

Code of Virginia § 46.2-100

*"Motor vehicle" means every vehicle as defined in this section that is self-propelled or designed for self-propulsion except as otherwise provided in this title. Any structure designed, used, or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office, or commercial space shall be considered a part of a motor vehicle. Except as otherwise provided, for the purposes of this title, any device herein defined as a bicycle, electric personal assistive mobility device, electric power-assisted bicycle, motorized skateboard or scooter, or moped shall be deemed not to be a motor vehicle.*

### Motor Vehicle Stop

A nonconsensual stop by law enforcement of a driver of a motor vehicle for the purposes of confirming or dispelling the suspicion of unlawful or unsafe activity or taking enforcement action in response to unlawful activity.

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**Record ID**

The Virginia Department of State Police will generate automated unique record identifiers for each submitted stop in the data warehouse.

**Stop Date**

Indicate the date of the motor vehicle stop. *If entering manually on table, include dashes (-) or forward slash (/)*

Format: 6-Character Numeric (MMDDYY)

Occurrence: Once

Mandatory: Yes

**ORI**

Indicate 9-digit ORI assigned to the agency of the officer making the stop. [Virginia ORI Codes](#)

(This code may or may not match the IBR ORI code)

Format: 9-Character Alphanumeric (VAVSP0000)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9

Occurrence: Once

Mandatory: Yes

**Location**

Free text field to indicate interstate, address, intersection, or coordinates of location. GPS coordinates preferred (not required), separated by space not comma.

Format: Up to 45-Character Alphanumeric

Intersection: STREET AT STREET (ex. BROAD ST AT BELVIDERE ST)

Address: BLOCK STREET (ex. 800 WEST BROAD STREET)

Highway/Interstate: DIRECTION HIGHWAY NUMBER EXIT/MILE MARKER (ex. NB 95 EXIT 61)

Coordinates: lat long (ex. 37.1234 -77.1234)

Must contain a valid character combination of the following:

- A–Z (capital letters only)
- 0–9
- Period (.), Hyphen (-), Parenthesis (), At symbol @, Slash (/)

Occurrence: Once

Mandatory: Yes

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### Jurisdiction Code

Indicate the jurisdiction code for the county or city in which the stop was initiated based on codes provided by Virginia Department of State Police. [Virginia Jurisdiction Codes](#)

(This code may or may not match the FIPS code)

Format: 3-Character Numeric (###) (ex. 041)

Occurrence: Once

Mandatory: Yes

Values: Applicable values below

ACCOMACK CO	001	FRANKLIN COUNTY	033	ORANGE CO	068
ALBERMARLE CO	002	FREDERICK CO	034	OUT OF STATE	900
ALEXANDRIA	100	FREDERICKSBURG	109	PAGE CO	069
ALLEGHANY CO	003	GALAX	110	PATRICK CO	070
AMELIA CO	004	GILES CO	035	PETERSBURG	118
AMHERST CO	005	GLOUCESTER CO	036	PITTSYLVANIA CO	071
APPOMATTOX CO	006	GOOCHLAND CO	037	POQUOSON	143
ARLINGTON CO	000	GRAYSON CO	038	PORTSMOUTH	119
AUGUSTA CO	007	GREENE CO	039	POWHATAN CO	072
BATH CO	008	GREENSVILLE CO	040	PRINCE EDWARD CO	073
BEDFORD CITY	134	HALIFAX CO	041	PRINCE GEORGE CO	074
BEDFORD CO	009	HAMPTON	11	PRINCE WILLIAM CO	076
BLAND CO	010	HANOVER CO	042	PULASKI CO	077
BOTETOURT CO	011	HARRISONBURG	112	RADFORD	131
BRISTOL	101	HENRICO CO	043	RAPPAHANNOCK CO	078
BRUNSWICK CO	012	HENRY CO	044	RICHMOND CITY	120
BUCHANAN CO	013	HIGHLAND CO	045	RICHMOND CO	079
BUCKINGHAM CO	014	HOPEWELL	113	ROANOKE CITY	121
BUENA VISTA	102	ISLE OF WIGHT CO	046	ROANOKE CO	080
CAMPBELL CO	015	JAMES CITY CO	047	ROCKBRIDGE CO	081
CAROLINE CO	016	KING AND QUEEN CO	049	ROCKINGHAM CO	082
CARROLL CO	017	KING GEORGE CO	048	RUSSELL CO	083
CHARLES CITY CO	018	KING WILLIAM CO	050	SALEM	137
CHARLOTTE CO	019	LANCASTER CO	051	SCOTT CO	084
CHARLOTTESVILLE	103	LEE CO	052	SHENANDOAH CO	085
CHESAPEAKE	126	LEXINGTON	136	SMYTH CO	086
CHESTERFIELD CO	020	LOUDOUN CO	053	SOUTH BOSTON	122
CLARKE CO	021	LOUISA CO	054	SOUTHAMPTON CO	087
CLIFTON FORGE	104	LUNENBURG CO	055	SPOTSYLVANIA CO	088
COLONIAL HEIGHTS	105	LYNCHBURG	114	STAFFORD CO	089
COVINGTON	106	MADISON CO	056	STAUNTON	123
CRAIG CO	022	MANASSAS	138	SUFFOLK	124
CULPEPER CO	023	MANASSAS PARK	139	SURRY CO	090
CUMBERLAND CO	024	MARTINSVILLE	115	SUSSEX CO	091
DANVILLE	107	MATHEWS CO	057	TAZEWELL CO	092
DICKENSON CO	025	MECKLENBURG CO	058	UNKNOWN	999
DINWIDDIE CO	026	MIDDLESEX CO	059	VIRGINIA BEACH	125
EMPORIA	135	MONTGOMERY CO	060	WARREN CO	093
ESSEX CO	028	NELSON CO	062	WASHINGTON CO	095
FAIRFAX CITY	132	NEW KENT CO	063	WAYNESBORO	127
FAIRFAX CO	029	NEWPORT NEWS	116	WESTMORELAND CO	096
FALLS CHURCH	108	NORFOLK	117	WILLIAMSBURG	128
FAUQUIER CO	030	NORTHAMPTON CO	065	WINCHESTER	129
FLOYD CO	031	NORTHUMBERLAND CO	066	WISE CO	097
FLUVANNA CO	032	NORTON	130	WYTHE CO	098
FRANKLIN CITY	133	NOTTOWAY CO	067	YORK CO	099

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**Initial Reason for Stop**

Indicate the initial reason for the motor vehicle/traffic stop. Conclusions of the stop will be gathered in a separate data element.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Values: Applicable values below

Value	Value Name	Description
T	Traffic Violation	includes traffic violations, such as speeding, reckless driving, improper lane change, etc.
E	Equipment Violation	includes violations involving defective or unsafe equipment
C	Calls for Service	includes stops initiated by a call for service/dispatch
S	Terry Stop- Response to unlawful or suspicious activity	response to unlawful or suspicious activity (examples: littering, brandishing a firearm, stopping a vehicle fitting the description of a stolen vehicle, stopping an individual fitting a suspect's description)
P	Check Point	traffic stops such as roadblocks and sobriety checkpoints where there is reasonable suspicion and/or objective facts that the person is involved in an unlawful activity.  <i>Scenarios for which stop data should be collected include, but are not limited to, further investigation into confirming identity, suspicion of driving under the influence, criminal investigation due to observations, and any time a summons is issued.</i>
O	Other	any reason for a stop (non-consensual) not included above

**Driver Race**

Indicates the race of the Driver involved

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
W	White
B	Black or African American
I	American Indian or Alaska Native
A	Asian or Native Hawaiian or Other Pacific Islander
U	Unknown

The definitions of the racial designations are:

**White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Black or African American**—A person having origins in any of the black racial groups of Africa

**American Indian or Alaska Native**—A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment

**Asian/Pacific Islander**—A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam or a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Driver Ethnicity**

Indicate the ethnicity of the Driver involved.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
H	Hispanic or Latino
N	Not Hispanic or Latino
U	Unknown

The ethnic designation of Hispanic or Latino includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

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**Driver Age**

Indicate the age of the Driver involved.

Format: 2-Character Numeric

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
01 – 98	Years Old (2 digit specific age; range <b>not</b> accepted)
99	Over 98 Years Old (if 99 or over, indicate 99)
00	Unknown

**Driver Gender**

Indicate the gender of the Driver involved.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
F	Female
M	Male
O	Other

**Action Taken**

Indicate action taken towards the Driver at the completion of the stop or as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Value	Value Name	Description
W	Warning Issued	driver received a verbal or written warning
S	Citation/Summons	driver received a citation or summons
A	Arrest	driver was arrested
N	No Enforcement Action	no enforcement action was taken



#### Type of Violation

Indicate if the most serious violation is Local Ordinance or a statute of the Commonwealth.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Conditional

This data element is Mandatory when Data Element # (Action Taken) contains data values W, S, or A (any action other than 'no enforcement action').

Valid Data Values	Description
L	Local (Only use if specific local code exists)
C	Commonwealth ( <a href="https://law.lis.virginia.gov/vacode/">https://law.lis.virginia.gov/vacode/</a> )

#### Specific Violation

Indicate the most serious violation warned, cited, or arrested as a result of the stop, based on severity type (infraction, misdemeanor or felony) and degree. **ONLY one Virginia Code Section can be accepted.**

Format: Up to 20-Character Alphanumeric (ex. 46.2-870)

Must contain a valid character combination of the following:

- A-Z (capital or lowercase letters)
- 0-9
- Hyphen, Period, Colon, Parentheses

Occurrence: Once

Mandatory: Conditional

This data element is Mandatory when Data Element # (Action Taken) contains data values W, S, or A (any action other than 'no enforcement action').

Please use the UST table for Specific Violation: [Uniform Statute Table \(UST\)](#)

#### Virginia Crime Code (VCC) - Optional

Indicate corresponding VCC code.

Format: 9-Character Alphanumeric (ex. REC6646M1)

Must contain a valid character combination of the following:

- A-Z (capital letters only)
- 0-9

Occurrence: Once

Mandatory: No

Please use the UST table for Virginia Crime Code: [Uniform Statute Table \(UST\)](#)

**Persons Searched**

Indicate if any person (driver or passenger) was searched as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
Y	Yes
N	No

**Vehicle Searched**

Indicate if the vehicle was searched as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
Y	Yes
N	No

**Additional Arrest**

Indicate if any person, other than the driver, was arrested as a result of the stop.

Format: 1-Character Alphabetic

Occurrence: Once

Mandatory: Yes

Valid Data Values	Description
Y	Yes
N	No

#### File Submission Information

Collected data elements should be submitted at least quarterly on or by the 15<sup>th</sup> of the following month. Agencies are permitted to submit a monthly file, but not any more frequently than each month. (Ex. Data from July 1, 2020 to September 30, 2020 is due by October 15<sup>th</sup>, 2020)

There are two methods of collection:

1. Manual data extraction from CAD/RMS in csv (preferred) or xls format with data elements as ordered in example and guidelines
- OR
2. Manual update of an excel spreadsheet provided by Virginia Department of State Police

Once all data has been collected for a month or quarter, please email the file to [communitypolicingdata@vsp.virginia.gov](mailto:communitypolicingdata@vsp.virginia.gov).

#### File Name

The file name should be as follows:

ORI\_MONTH\_YEAR or ORI\_QUARTER\_YEAR

Example: VAVSP0000\_August\_2020 or VAVSP0000\_Q3\_2020 or VAVSP0000\_Quarter3\_2020

If your agency did not have a qualifying stop during the reporting period, please send an email to [communitypolicingdata@vsp.virginia.gov](mailto:communitypolicingdata@vsp.virginia.gov) that states 'no stop data' during the specific period (monthly or quarterly).

Do NOT attached a pdf or scanned copy of the stop data. If a partial submission is necessary, please send only the additional information in the next file. If your agency did not make any qualifying stops during the month/quarter, please send an email stating such.

#### Community Policing Data Process



For questions regarding this data collection please contact VSP UCR-IBR at 804-674-2143

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